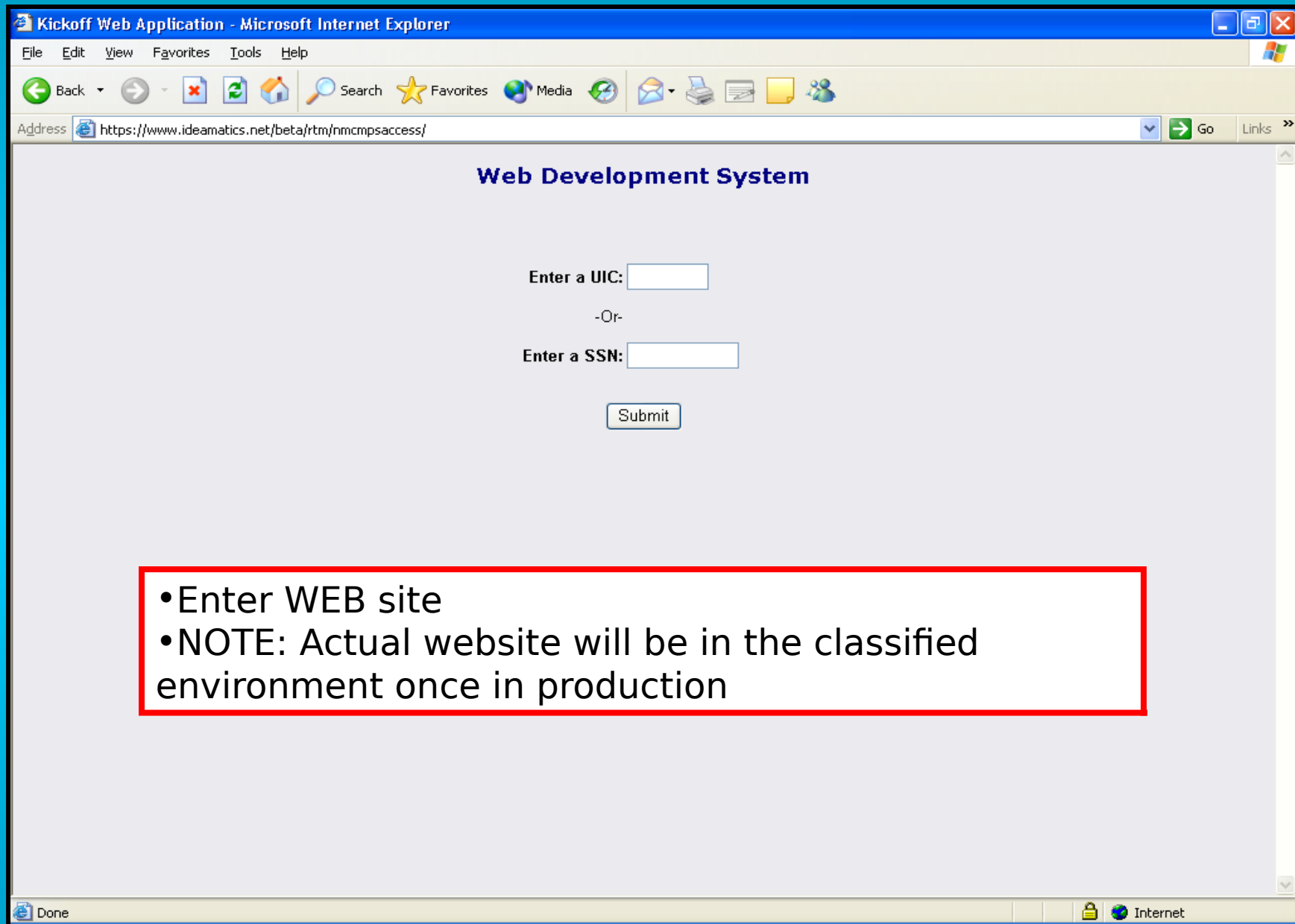
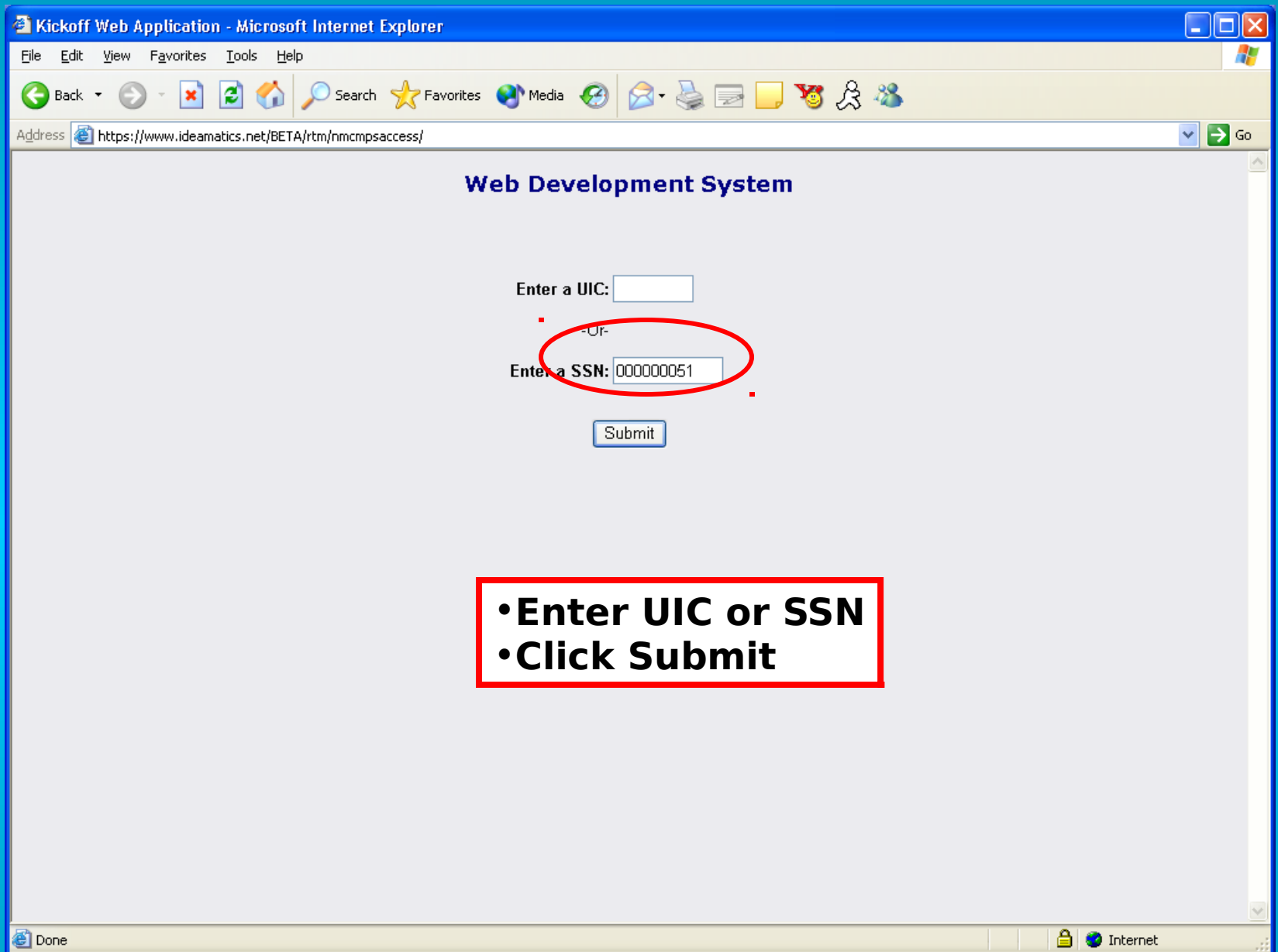


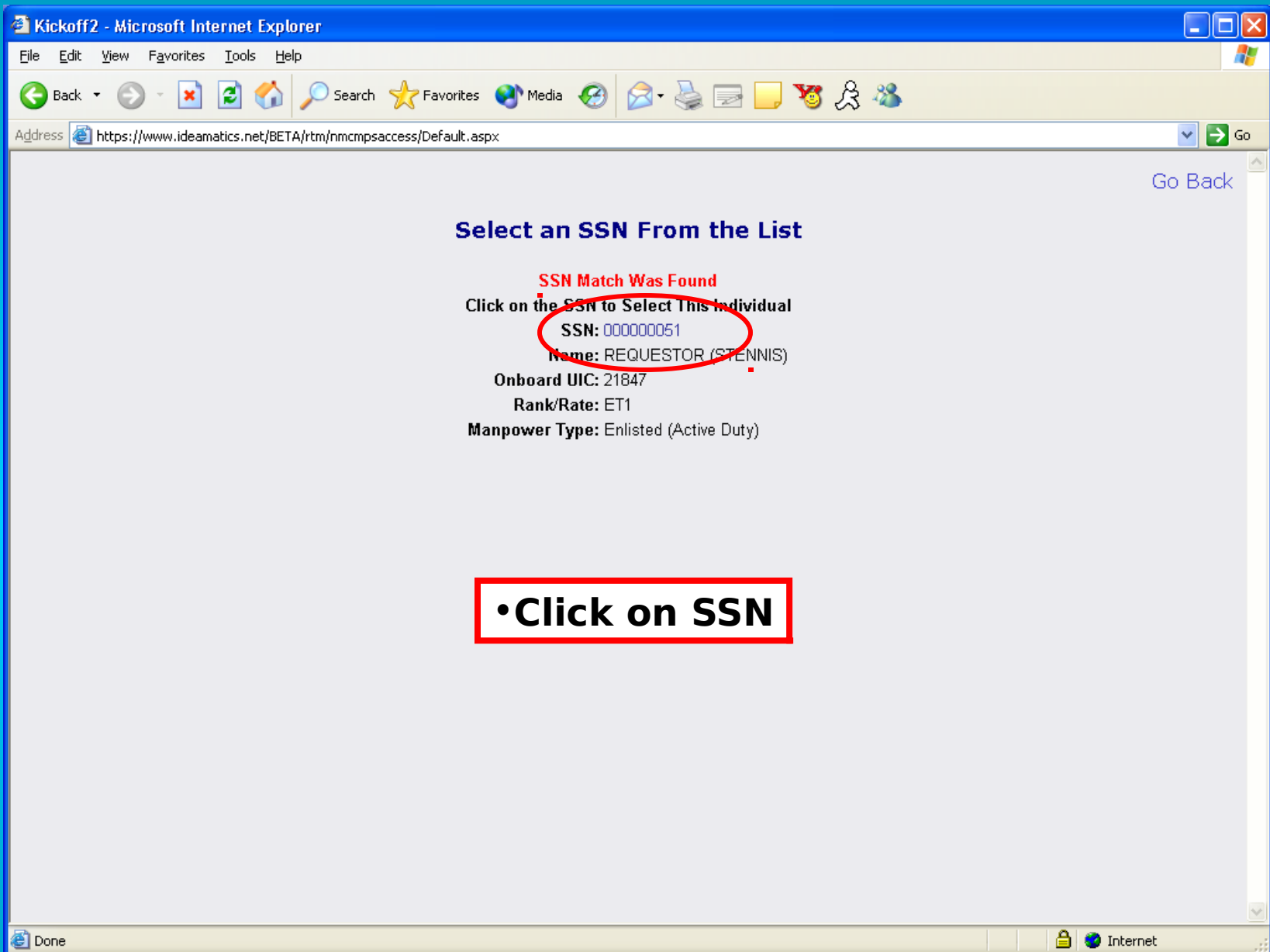
Navy-Marine Corps Mobilization Processing System Requirements Tracking Module

Lesson 1:

Building an Individual
Augmentation Request







NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/AppHome.aspx> Go

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help Sign Out

[Home](#) | [Build-A-Request](#) | [Requests](#) | [Requirements](#) | [Reports](#) | [Table Maintenance](#) | [User Admin](#)

Requirement Tracking Module

 **Jurisdiction Report for REQUESTOR (STENNIS)**

Selected Role Jurisdiction Information
UIC: 21847 **MANPOWER CLAIMANT:** COMPACFLT

Requires Attention

Status	# Of Requirements
Additional Info Required By Claimant	1

Status Summary

Status	# Of Requirements
Approved	40
Additional Info Required By Claimant	1
Denied	1
Rejected By Claimant	3
Reviewed By HQ	3
Sourced	3
Sourced - Currently Open	2
Planned for Internal Sourcing By Claimant	5

[Refresh](#) [Load Requests](#) [Load Requirements](#)

- Will get the 'Jurisdiction Report' screen.
- Will discuss how to use this screen to manage your requests in later I
- To build a request, select "Build-A-Request"
- Can also select "Requests" to view current requests.
- Can select "Requirements" to view/edit current individual requirements

Build A Request -- Web Page Dialog

Request Information

Requestor Information

Name: REQUESTOR (STENNIS)

UIC: 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Authorized By: CAPT JONES

Submitted on Behalf Of Information

Name:

UIC : **UIC Name:**

Destination Information

Manpower Claimant:

UIC: 21847 **UIC Name:**

Add **Cancel**

- Enter appropriate information
- Note: Cannot enter text in UIC Name. Text will automatically be added once you select "Add"
- Note: "Submitted on Behalf of Information" allows you to make request for a command that does not have access to the RTM.

Request - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

[Requestor Information](#)

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:
UIC : **UIC Name:**

[Destination Information](#)

Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

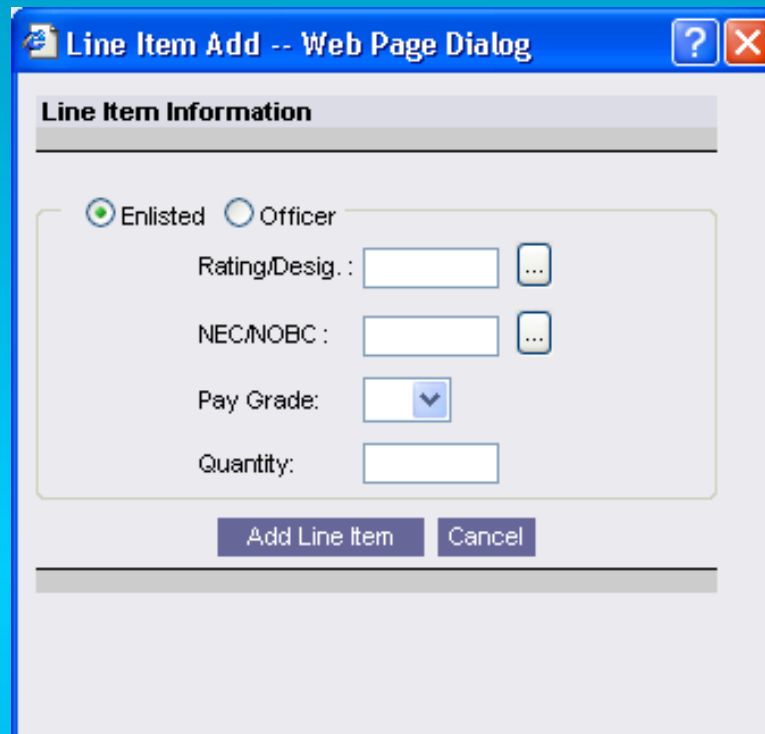
Line Items [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty

•To add individual requirements, select “Add”

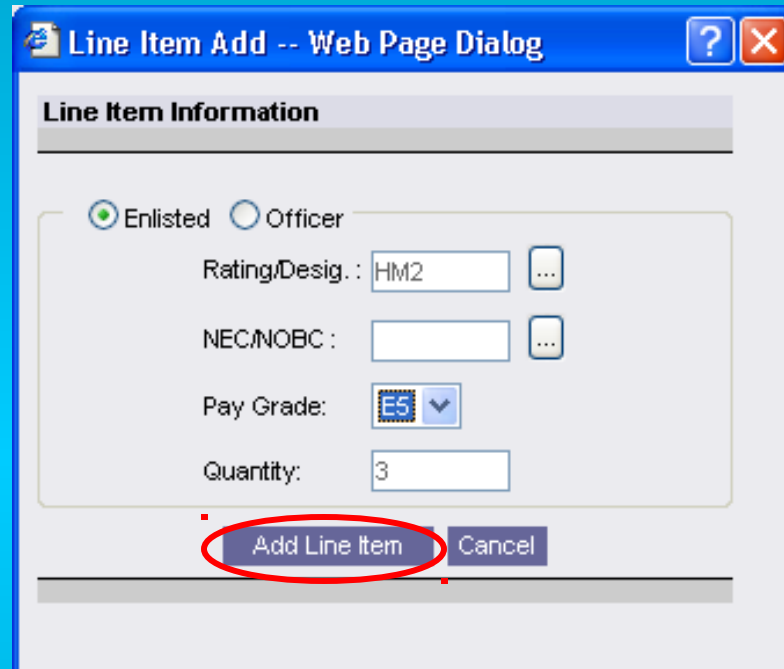
Requirement Status Summary (Total Requirements: 0)

Status	Current Requirements	Percentage



The image shows a software dialog box titled "Line Item Add -- Web Page Dialog". It has a standard Windows-style title bar with a question mark icon and a close button. The dialog is divided into a header section labeled "Line Item Information" and a main content area. In the main area, there are two radio buttons: "Enlisted" (which is selected) and "Officer". Below these are four input fields: "Rating/Desig.:" with a text box and a lookup button (three dots), "NEC/NOBC:" with a text box and a lookup button, "Pay Grade:" with a dropdown menu, and "Quantity:" with a text box. At the bottom of the dialog are two buttons: "Add Line Item" and "Cancel".

- **Build requirements by selecting either Enlisted or Officer**
- **Then appropriate Rating/Desig**
- **NEC/NOBC is optional field, select if desired**
- **Can select from lookup field**
- **Select Pay Grade of the requirement**
- **Enter Quantity of that particular pay grade and rating/desig required by**

A screenshot of a web application dialog box titled "Line Item Add -- Web Page Dialog". The dialog has a blue title bar with a question mark icon and a close button. Below the title bar is a section labeled "Line Item Information". Inside this section, there are two radio buttons: "Enlisted" (selected) and "Officer". Below the radio buttons are four input fields: "Rating/Desig.:" with the value "HM2", "NEC/NOBC:" (empty), "Pay Grade:" with a dropdown menu showing "E5", and "Quantity:" with the value "3". At the bottom of the dialog, there are two buttons: "Add Line Item" and "Cancel". The "Add Line Item" button is circled in red.

Line Item Add -- Web Page Dialog

Line Item Information

☒ Enlisted ☐ Officer

Rating/Desig.: HM2

NEC/NOBC:

Pay Grade: E5

Quantity: 3

Add Line Item **Cancel**

- Example, requirement for three Corpsman, HM2
- Once enter info, select "Add Line Item"

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

[Requestor Information](#)

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:
UIC : **UIC Name:**

[Destination Information](#)

Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (1 line item) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	Select
Select <input type="checkbox"/>	HM2		E5	3	Select

Requirement Status Summary (Total Requirements: 3)

Status	Current Requirements	Percentage	Select
Select Pending Submission	3	100.00%	Select

- Notice addition of “Line Item” that are requirements you just entered
- “Line Item” is grouping of Rating/Desig and Pay Grade.
- Continue to add Line Items as required.

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Delete Request Update Request Info Comments Audit Log Close Request

- Notice we had added numerous Line Items
- Next step is to provide information on all the requirements.
- Since this is a single request with multiple individual augmentation (IA) requirements, majority of information within each requirement will be the same. Therefore will update ALL IA requirements at once.
- Notice: All 22 IA requirements within the request are in a "Pending Submission" status.

Line Items (5 line items) Refresh Grid Select All Clear All Add Delete Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	AO3		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Pending Submission	22	100.00%	Select

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0

User: REQUESTOR (STENNIS)

UIC: 21847

Role: Requestor

Help

Request

Delete Request

Update Request Info

Comments

Audit Log

Close Request

CRI: 1104

Date Created: 2004.04.07

Authorized By: CAPT JONES

Create Approval Package

Requestor Information

Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:

UIC :

UIC Name:

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items)

Refresh Grid

Select All

Clear All

Add

Delete

Global Update

	Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select	<input type="checkbox"/>	HM2		E5	3	Select
Select	<input type="checkbox"/>	AO3		E4	3	Select
Select	<input type="checkbox"/>	111X		O2	4	Select
Select	<input type="checkbox"/>	210X		O3	2	Select

•To update all 22 IA requirements with information select “Select All”

Request

Delete Request

Update Request Info

Comments

Audit Log

Close Request

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES

[Create Approval Package](#)[Requestor Information](#)

Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:

UIC :

UIC Name:

[Destination Information](#)

Manpower Claimant : COMPACFLT

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Line Items 5 line items [Refresh Grid](#)

Select All

Clear All

Add

Delete

Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input checked="" type="checkbox"/>	HM2		E5	3	Select
Select <input checked="" type="checkbox"/>	AO3		E4	3	Select
Select <input checked="" type="checkbox"/>	111X		O2	4	Select
Select <input checked="" type="checkbox"/>	210X		O3	2	Select
Select <input checked="" type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Pending Submission	22	100.00%	Select

- Notice: A check appears in each Line Item.
- Select "Global Update"

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: **REQUESTOR (STENNIS)** UIC: **21847** Role: **Requestor** [Help](#)

Request Status: Pending Submission

▼ **Requestor Information**

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Requestor

Requestor Name: **REQUESTOR (STENNIS)**

UIC : **21847**

UIC Name: **CVN 74 JOHN C STENNIS**

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: **COMPACFLT**

Authorized By: **CAPT JONES**

CRI: **1104**

Edit Status **Edit Requirement(s)** Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Global Update allows user to enter information once and will add to ALL requirements selected within the request.
- Select "Edit Requirement(s)"

Requirement Global Update -- Web Page Dialog

HMCMPs RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Requirement Time Frame

* Begin Date: * End Date: Approved Thru:

CJCS Project

* Crisis Code:

Notes:

Qualifications

NEC/NOBC: Pay Grade: ~

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Select Begin and End dates for the requirements
- Select Appropriate Crisis Code
- NOTE: NEC/NOBC and Pay Grade have a "~" to reflect more than one NEC/NOBC and Pay Grade are in the request that are being updated with this information

Requirement Global Update -- Web Page Dialog [?] [X]

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor [Help]

Request Status: Pending Submission

▼ Requestor Information

Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate



▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Requirement Time Frame

* Begin Date:  * End Date:  Approved Thru:

CJCS Project

* Crisis Code:

Notes:

Qualifications

NEC/NOBC: Pay Grade:

Calendar -- Web Page Dialog [?] [X]

Month: April Year: 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

[Edit Status] [Edit Requirement(s)] [Save] [Cancel] [Close] * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Selecting the calendar icon will pull up a calendar.
- Select date you desire to be populated in the date fields.

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: **REQUESTOR (STENNIS)** UIC: **21847** Role: **Requestor** [Help](#)

Request Status: Pending Submission

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Requirement Time Frame

* Begin Date: 2004.06.01 * End Date: 2006.05.31 Approved Thru:

CJCS Project

* Crisis Code: 9FG - ENDURING FREEDOM

Notes:

Qualifications

NEC/NOBC: Pay Grade: ~

[Edit Status](#) [Edit Requirement\(s\)](#) [Save](#) [Cancel](#) [Close](#) * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Select "Destination" tab and enter appropriate information
- NOTE: FFA is optional

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Destination UIC : 21847

Destination UIC Name: CVN 74 JOHN C STENNIS

Operation: EF 1-1

POC Information

POC Name: JOHN JAMES

POC Phone: 555-555-1111

POC Email: JAMESJ@USN.MIL

FFA Information

FFA UIC :

FFA UIC Name:

FFA Date Requested:

Classified Reporting Instructions

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Select "Destination" tab and enter appropriate information
- NOTE: FFA is optional

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0

User: REQUESTOR (STENNIS)

UIC: 21847

Role: Requestor

Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Operation:

POC Information

POC Name:

POC Phone:

POC Email:

FFA Information

FFA UIC:

FFA UIC Name:

FFA Date Requested:

Classified Reporting Instructions

Free text. NOTE: Ensure any classified info is input here. ALL UNCLASSIFIED reporting instructions MUST be included in the "Unclassified Reporting Instructions" in the Orders Information Tab. Info typed here will NOT be transferred to the sourcing module for sourcing and subsequent order writing.

Edit Status

Edit Requirement(s)

Save

Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

•NOTE: The Classified Reporting Instructions on this tab. This information will NOTE be imported into the sourcing and order writing modules in the unclassified environment.

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Mission Related Stops

Stops Required: N Stops Desc.:

ICCE Information

Requires ICCE: N ICCE Notes:

Travel Information

Transportation Mode (Primary): GOVERNMENT

Transportation Mode (Secondary):

Rental Vehicle: N Rental Type:

Rental Car Begin: Rental Car End:

One-Way Mileage: One-Way Travel Cost:

Entitlements

Govt. Quarters: AVAILABLE Govt. Messing: AVAILABLE

Per Diem Rate:

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS -- TRANSFERRED TO NIPRNET

- Enter appropriate information in the "Orders Information" tab
- NOTE: Enter info that is same for majority of requirements. You can then edit individual requirements that are different (will demonstrate later in presentation)

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: **REQUESTOR (STENNIS)** UIC: **21847** Role: **Requestor** [Help](#)

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Entitlements

Govt. Quarters: Govt. Messing:

Per Diem Rate:

Special Instructions

☒ EXCESS BAGGAGE ☐ MALE ONLY

☐ FEMALE ONLY ☐ NEEDS OVERSEAS BAGGAGE

☐ LINGUIST

Unclassified Reporting Instructions

(Instructions below are transferred to the NIPRNET. Please ensure all information is unclassified.)

AGAIN, MUST INCLUDE REPORTING INSTRUCTIONS HERE THAT ARE REQUIRED ON UNCLASSIFIED ORDERS TO BE ISSUED TO INDIVIDUAL

[Edit Status](#) [Edit Requirement\(s\)](#) [Save](#) [Cancel](#) [Close](#) * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

•NOTE: Unclassified reporting instructions are listed here. This information will be imported into the sourcing and order writing modules in the unclassified environment.

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Billet Category

* Billet Group: STAFF AUGMENTATION

Billet Details

Billet NEC NOBS: Rating/Designator: ~

Required Clearance:

Billet Weapon

Weapon Required: N Weapon Type: Issue Location:

Justification

* Justification Description:

Must have justification. Again, free text to allow command to input appropriate information.

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Select "Billet Group" that reflect requirements
- Provide justification for requirements
- Select "Save"

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Billet Category

* Billet Group: STAFF AUGMENTATION

Billet Details

Billet NEC NOBS: Rating/Designator: ~

Required Clearance:

Billet Weapon

Weapon Required: N Weapon Type: Issue Location:

Justification

* Justification Description:

MUST HAVE JUSTIFICATION. AGAIN, FREE TEXT TO ALLOW COMMAND TO INPUT APPROPRIATE INFORMATION.

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- If all required information is correct, and there are no validation errors, then the "Save" was successful.
- Select "Close"

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES [Create Approval Package](#)

[Requestor Information](#)

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:
UIC : **UIC Name:**

[Destination Information](#)

Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	AO3		E4	3	Select
Select <input checked="" type="checkbox"/>	111X		O2	4	Select
Select <input checked="" type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

[Select](#)

- Indicate Line Item that has different instructions from what you globally updated. Can select multiple line items by clicking in the box.
- Note: Will select Officers in example
- Select "Global Update"

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0

User: REQUESTOR (STENNIS)

UIC: 21847

Role: Requestor

Help

Request Status: Pending Submission

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status

Edit Requirement(s)

Save

Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

- Again, as before, select "Edit Requirement(s)"

Requirement Global Update -- Web Page Dialog

HMCMP5 RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Mission Related Stops

Stops Required: N Stops Desc:

ICCE Information

Requires ICCE: N ICCE Notes:

Travel Information

* Transportation Mode (Primary): GOVERNMENT

Transportation Mode (Secondary):

Rental Vehicle: Y Rental Type: CAR

Rental Car Begin: 2004.05.30 Rental Car End: 2004.06.30

One-Way Mileage: One-Way Travel Cost:

Entitlements

Govt. Quarters: AVAILABLE Govt. Messing: NOT AVAILABLE

Per Diem Rate:

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Change to reflect Rental Car.
- NOTE: Will demonstrate how you must include required information when certain items are selected, such as Rental Car.
- Also reflect Gov't Messing not available.
- Click on "Save"

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0

User: REQUESTOR (STENNIS)

UIC: 21847

Role: Requestor

Help

Request Status: Pending Submission

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

✖ Update Errors

Line Item	RTN	Error Description
194		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.
194		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.
194		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.
194		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.
195		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.
195		Orders Information Tab: Rental Car Begin Date must be >= Requirement Begin Date.

Edit Status

Edit Requirement(s)

Save

Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

•If required fields are not included, or are not within parameters of the requested date, user will see errors listed in the “Update Errors” tab.

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: **REQUESTOR (STENNIS)** UIC: **21847** Role: **Requestor** [Help](#)

Request Status: Pending Submission

- Requestor Information
- Personnel Need
- Destination
- Orders Information**
- Billet Information
- By Name Candidate
- Review Information
- Recommendations
- Source History
- Update Errors

Mission Related Stops
Stops Required: Stops Desc.:

ICCE Information
Requires ICCE: ICCE Notes:

Travel Information
* Transportation Mode (Primary):
Transportation Mode (Secondary):
Rental Vehicle: Rental Type:
Rental Car Begin: Rental Car End:
One-Way Mileage: One-Way Travel Cost:

Entitlements
Govt. Quarters: Govt. Messing:
Per Diem Rate:

[Edit Status](#) [Edit Requirement\(s\)](#) [Save](#) [Cancel](#) [Close](#) * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Make corrections to errors by inputting required/proper information

Request - Microsoft Internet Explorer

NMCMP5 RTM Version 4.0
User: REQUESTOR (STENNIS)
UIC: 21847
Role: Requestor
Help

Request
Delete Request
Update Request Info
Comments
Audit Log
Close Request

CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES [Create Approval Package](#)

[Requestor Information](#)
Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)
Name:
UIC : **UIC Name:**

[Destination Information](#)
Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) Select All Clear All Add Delete Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	AO3		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select			Select

- Will demonstrate how by selecting a single requirement, then additional fields and capabilities are available.
- Select "Line Item"

Line Item - Microsoft Internet Explorer

NMCMPMPS RTM Version 4.0
User: REQUESTOR (STENNIS)
UIC: 21847
Role: Requestor
Help

Line Item
Update Line Item
Comments
Audit Log
Close Line Item

Request Information
CRI: 1104
Date Created: 2004.04.07
Authorized By: CAPT JONES
Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : 111X
NEC/NOBC :
Pay Grade: 02
Quantity: 4

Requirements (4 requirements) Refresh Grid
Select All
Clear All
Add
Delete
Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select

Requirement Status Summary (Total Requirements: 4)

Status	Current Requirements	Percentage	
Pending Submission	4	100.00%	Select

- Will demonstrate how by selecting a single requirement, then additional fields and capabilities are available.
- Select the individual requirement

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTN: Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Pending Submission

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Billet Category
* Billet Group: STAFF AUGMENTATION

Billet Details
BIN: ...
Billet Title:
NOBC :
Designator : 111X UNRESTRICTED LINE OFFICER WHO IS QUALIFIED IN SURFACE
Required Clearance:

Joint Manning Document (JMD) Details
☐ JMD Billet Paragraph: Line:

Billet Weapon
Weapon Required: N Weapon Type: Issue Location:

Justification
* Justification Description:

Edit Status Edit Requirement View Comments Save Cancel Close [Comment](#) [Report](#) [Audit Log](#)

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

- Notice additional information in "Billet Information" tab.
- Can also add comments to each tab by selecting "Edit Comments"


Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTN: EF-1104-0008 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Pending Submission

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Billet Category
* Billet Group: STAFF AUGMENTATION

Billet Details
BIN: 
Billet Title:
NOBC :
Designator : 111X UNRESTRICTED LINE OFFICER WHO IS QUALIFIED IN SURFACE
Required Clearance:

Joint Manning Document (JMD) Details
☐ JMD Billet Paragraph: Line:

Billet Weapon
Weapon Required: N Weapon Type: Issue Location:

Justification
* Justification Description:

Edit Status Edit Requirement Edit Comments Save Cancel Close [Comment Report](#) Audit Log

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

•Can use lookup table to select the BIN.

Billet Information for UIC: 21847

Drag a column header here to group by that column.

BIN	BILLET TITLE	AUTH DESIG	REQ PRI NOBC	AUTH RATING	AUTH RATE	AUTH PRI NEC
0000063	DIV WEP GEN	6360	9250			
2885308	W/C 41L T56 E...					
2918616	AV SUPT EQUI...			AS	AN	7618
2918617	AV SUPT EQUI...			AS	AN	7618
2918615	AV SUPT EQUI...			AS	2	7612
2918618	AV ELECTRON...			AT	3	6611
2918620	AV ELECTRON...			AT	3	6609
2918603	SUPERVISOR			AD	C	8800
2918606	SUPERVISOR			AT	C	
2918614	SUPERVISOR			AS	C	7609
2918613	AV SUPT EQUI...			AS	AN	7618
2918612	AV SUPT EQUI...			AS	AN	
2918611	AV SUPT EQUI...			AS	3	
2918610	AV MAINTENA...			AZ	3	
2918609	GSE PROD CTL			AZ	AN	
2918608	AV SUPT EQUI...			AS	2	7609

- BIN table loads. Can then filter to the BIN you desire to choose in multiple ways.

Billet Information for UIC: 21847

Drag a column header here to group by that column.

BIN	BILLET TITLE	AUTH DESIGN	REQ PRI NOBC	AUTH RATING	AUTH RATE	AUTH PRI NEC
		111				
0000063	DIV WEP GEN	6360	9250			
2885308	W/C 41L T56 E...					
2918616	AV SUPT EQUI...			AS	AN	7618
2918617	AV SUPT EQUI...			AS	AN	7618
2918615	AV SUPT EQUI...			AS	2	7612
2918618	AV ELECTRON...			AT	3	6611
2918620	AV ELECTRON...			AT	3	6609
2918603	SUPERVISOR			AD	C	8800
2918606	SUPERVISOR			AT	C	
2918614	SUPERVISOR			AS	C	7609
2918613	AV SUPT EQUI...			AS	AN	7618
2918612	AV SUPT EQUI...			AS	AN	
2918611	AV SUPT EQUI...			AS	3	
2918610	AV MAINTENA...			AZ	3	
2918609	GSE PROD CTL			AZ	AN	
2918608	AV SUPT EQUI			AS	2	7609

- In example will lookup BINs that have an authorized designator of 111 (Unrestricted Line Officer)
- Type the filter you desire in the line and hit "Enter" on your keyboard.

Billet Information for UIC: 21847

Drag a column header here to group by that column.

BIN	BILLET TITLE	AUTH DESIG	REQ PRI NOBC	AUTH RATING	AUTH RATE	AUTH PRI NEC
		111				
2793086	SHPENGN MNP...	1110	9372			
1313984	SHP ELX MTL	1110	9283			
1313977	NTDS-CIC	1110	9217			
1314459	FIRSTLT AFLOAT	1110	9242			
1314458	FIRSTLT AFLOAT	1110	9242			
1314457	FIRSTLT AFLOAT	1110	9242			
1314456	FIRSTLT AFLOAT	1110	9242			
1315933	AUX MACH/AU...	1110	9302			
1315932	SHPENNG NUC ...	1110	9374			
1315929	AUX MACH	1110	9302			
1315928	SHP ENG/NUC ...	1110	9373			
1315556	DIV WEP GEN	1110	9250			
1313862	3M DATA ANAL	1110	2642			
1313954	NTDS-CIC	1110	9217			
1316228	SHP REACT C...	1110	9394			
1316227	SHP REACT M...	1110	9393			

Ready.

Loaded 26 of 26

- NOTICE: There are 26 BINs with Auth Desig of 1110.
- Select the correct BIN for the requirement.

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTH: Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Pending Submission

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Billet Category
* Billet Group: STAFF AUGMENTATION

Billet Details
BIN: 1314459
Billet Title: FIRSTLT AFLOAT
NOBC :
Designator : 111X UNRESTRICTED LINE OFFICER WHO IS QUALIFIED IN SURFACE
Required Clearance:

Joint Manning Document (JMD) Details
☐ JMD Billet Paragraph: Line:

Billet Weapon
Weapon Required: N Weapon Type: Issue Location:

Justification
* Justification Description:

Edit Status Edit Requirement Edit Comments Save Cancel Close Comment Report Audit Log

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

•NOTE: The BIN and Billet Title is auto-populated

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTN: Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Pending Submission

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Requirement Time Frame

* Begin Date: 2004.06.01 * End Date: 2006.05.31

CJCS Project

* Crisis Code: 9FG - ENDURING FREEDOM

Notes:

Qualifications

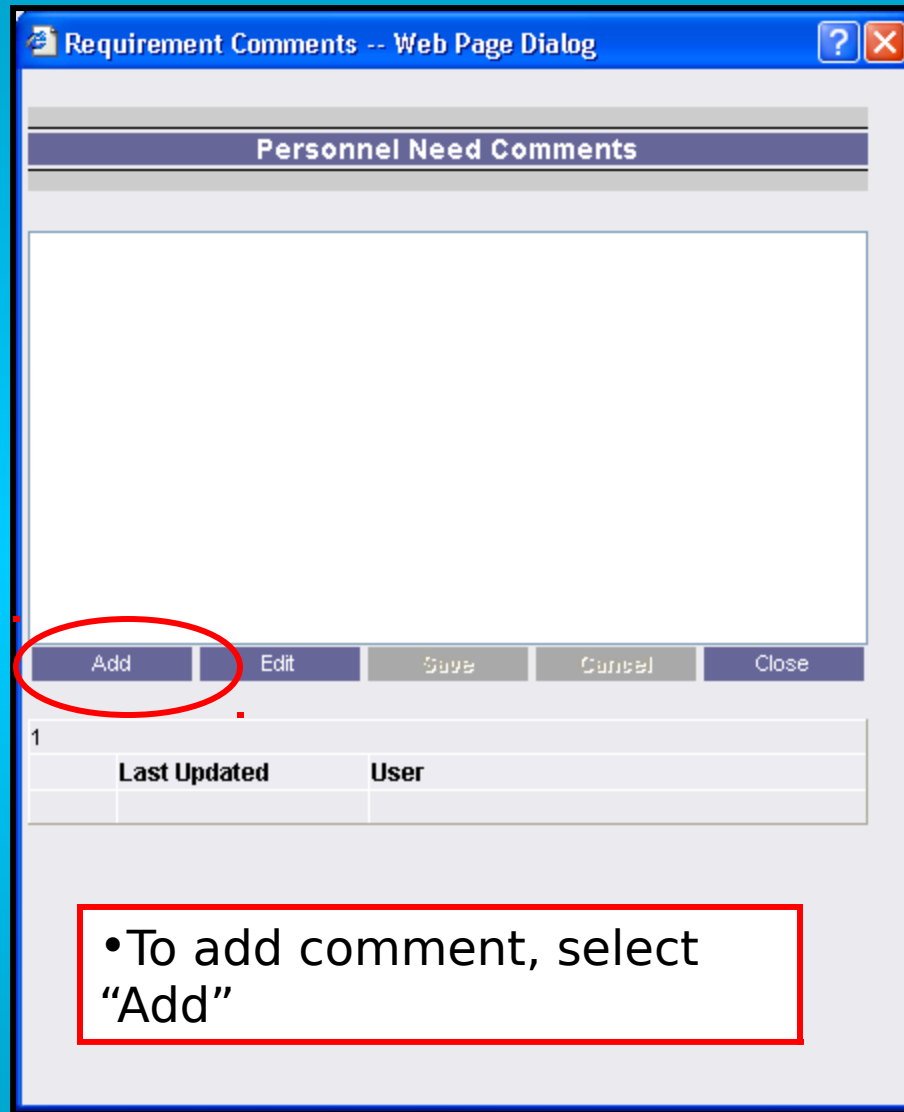
Designator: 111X NOBC: Pay Grade: 02

Edit Status Edit Requirement Edit Comments Save Cancel Close

Comment Report Audit Log

* REQUIRED FIELDS — TRANSFERRED TO NIPNET

- User can also add comments to each individual tab in the individual requirement by selecting “Edit Comments”.



Requirement Comments -- Web Page Dialog

Personnel Need Comments

in an individual requirement, can also add comments to each tab

Add Edit **Save** Cancel Close

Last Updated	User

- Type comment then save.

Requirement Comments -- Web Page Dialog

Personnel Need Comments

in an Individual requirement, can also add comments to each tab

Add Edit Save Cancel Close

	Last Updated	User
Select	2004.04.07 0844	REQUESTOR (STENNIS)

- Notice how comment also captures user information

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTH: **Service:** USN **Begin Date:** 2004.06.01 **End Date:** 2006.05.31 **Status:** Pending Submission

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Requirement Time Frame

* Begin Date: 2004.06.01 * End Date: 2006.05.31

CJCS Project

* Crisis Code: 9FG - ENDURING FREEDOM

Notes:

Qualifications

Designator: 111X NOBC: Pay Grade: 02

Edit Status Edit Requirement View Comments Save Cancel Close [Comment Report](#) [Audit Log](#)

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Once you select "Save" notice the addition of a note icon beside the Personnel Need tab, indicating a comment has been made.

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: **REQUESTOR (STENNIS)** UIC: **21847** Role: **Requestor** [Help](#)

RTH: **Service:** USN **Begin Date:** 2004.06.01 **End Date:** 2006.05.31 **Status:** Pending Submission

✓ Requestor Information

✓ Personnel Need

✓ Destination

✓ Orders Information

✓ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

Destination UIC : **21847**

Destination UIC Name: **CVN 74 JOHN C STENNIS**

Operation:

POC Information

POC Name: ...

POC Phone:

POC Email:

FFA Information

FFA UIC : ...

FFA UIC Name:

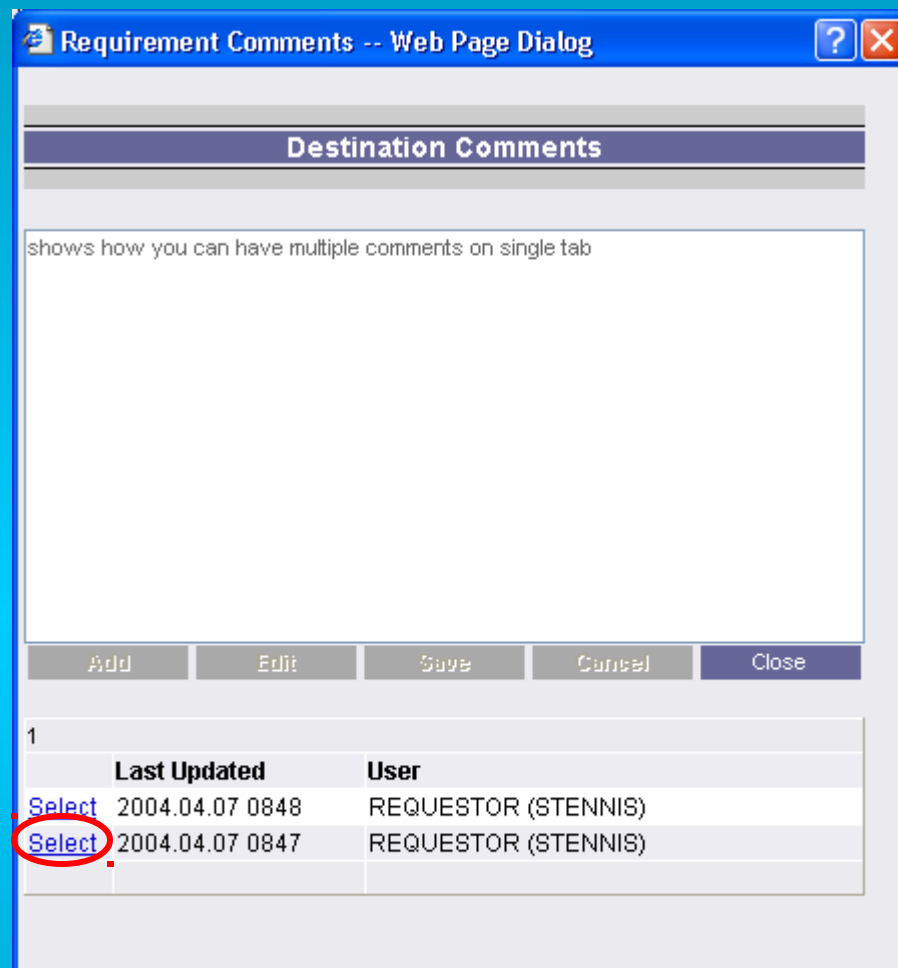
FFA Date Requested:

Classified Reporting Instructions

[Edit Status](#) [Edit Requirement](#) **[View Comments](#)** [Save](#) [Cancel](#) [Close](#) [Comment](#) [Report](#) [Audit Log](#)

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

To View Comments on a particular “tab”, select the tab, then “View Comments”
Example: Desire to view comments on Destination.



Display most recent comment.
To view the other comment(s) click on "Select"

Requirement Comments -- Web Page Dialog

Destination Comments

another comment to show comments on multiple tabs

Add Edit Save Cancel Close

	Last Updated	User
Select	2004.04.07 0848	REQUESTOR (STENNIS)
Select	2004.04.07 0847	REQUESTOR (STENNIS)

NOTE: The user that entered the comment is the ONLY individual that can edit the comment.

Line Item - Microsoft Internet Explorer

NMCMPMS RTM Version 4.0
User: REQUESTOR (STENNIS)
UIC: 21847
Role: Requestor
Help

Line Item
Update Line Item
Comments
Audit Log
Close Line Item

Request Information
CRI: 1104
Date Created: 2004.04.07
Authorized By: CAPT JONES
Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : 111X
NEC/NOBC :
Pay Grade: 02
Quantity: 4

Requirements (4 requirements)
Refresh Grid
Select All
Clear All
Add
Delete
Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select

Requirement Status Summary (Total Requirements: 4)

Status	Current Requirements	Percentage	
Pending Submission	4	100.00%	Select

- Close individual requirement.
- Line Item Screen is still open.
- Select “Refresh Grid”

Line Item

[Update Line Item](#)[Comments](#)[Audit Log](#)[Close Line Item](#)[Request Information](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES

Requestor: REQUESTOR (STENNIS)

[Line Item Information](#)

Rating/Designator : 111X NEC/NOBC : Pay Grade: O2 Quantity: 4

Requirements (4 requirements) [Refresh Grid](#)[Select All](#)[Clear All](#)[Add](#)[Delete](#)[Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select	<input type="checkbox"/>	2004.06.01	2006.05.31		1314459			9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select	<input type="checkbox"/>	2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select

Requirement Status Summary (Total Requirements: 4)

	Status	Current Requirements	Percentage	
Select	Pending Submission	4	100.00%	Select

- Notice the addition of a BIN for the requirement just updated.

Line Item

[Update Line Item](#)[Comments](#)[Audit Log](#)[Close Line Item](#)[Request Information](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES

Requestor: REQUESTOR (STENNIS)

[Line Item Information](#)

Rating/Designator : 111X NEC/NOBC : Pay Grade: O2 Quantity: 4

Requirements (4 requirements) [Refresh Grid](#)[Select All](#)[Clear All](#)[Add](#)[Delete](#)[Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select <input type="checkbox"/>		2004.06.01	2006.05.31		1314459			9FG		PS	2004.04.07	Select
Select <input type="checkbox"/>		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select <input type="checkbox"/>		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select
Select <input type="checkbox"/>		2004.06.01	2006.05.31					9FG		PS	2004.04.07	Select

Requirement Status Summary (Total Requirements: 4)

Status	Current Requirements	Percentage	
Select Pending Submission	4	100.00%	Select

- Can also enter a "By Name Candidate" for an individual requirement.
- Select the individual requirement.

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTH: Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Pending Submission

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Candidate Name
SSN: Find Name:

Candidate Qualifications
Pay Grade: NEC/NOBC: Rating/Desig.:
Source: Current UIC: Clearance:

Edit Status Edit Requirement View Comments Save Cancel Close [Comment](#) [Report](#) [Audit Log](#)

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

- Select "By Name Candidate" tab.
- Select "Edit Requirement(s)"

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTH: Service: USN Begin Date: 2004.06.01 End Date: 2006.05.30 Status: Pending Submission

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
▼ By Name Candidate
▼ Review Information
▼ Recommendations
▼ Source History

Candidate Name
SSN: 999991111 Find Name: KIMBLE JIMMY

Candidate Qualifications
Pay Grade: O2 NEC/NOBC: Rating/Design: 111X
Source: RESERVE OFFICER Current UIC: 68815 Clearance:

Edit Status Edit Requirement View Comments Save Cancel Close [Comment Report](#) [Audit Log](#)

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- In individual requirement, user can identify "Candidate" for the billet by entering information in the "By Name Candidate" tab and click save.
- Note: In production can use "Find" once enter SSN. Personnel info will then auto-populate.

Requirement - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

RTH: **Service:** USN **Begin Date:** 2004.06.01 **End Date:** 2006.05.30 **Status:** Pending Submission

- Requestor Information
- Personnel Need
- Destination
- Orders Information
- Billet Information
- By Name Candidate
- Review Information
- Recommendations
- Source History

Candidate Name

SSN: Name:

Candidate Qualifications

Pay Grade: NEC/NOBC: Rating/Desig.:

Source: Current UIC: Clearance:

 [Comment Report](#)

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Can view “Audit Log” to see ‘history’ of changes and updates made to the individual requirement.



- Notice: Captures when requirement was updated, by which user, command user is at, role user has, as well as all fields modified by the user.

Request - Microsoft Internet Explorer

HMCMPMS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

[Requestor Information](#)

Name: REQUESTOR (STENNIS)
UIC: 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:
UIC: **UIC Name:**

[Destination Information](#)

Manpower Claimant: COMPACFLT
UIC: 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input checked="" type="checkbox"/>	HM2		E5	3	Select
Select <input checked="" type="checkbox"/>	A03		E4	3	Select
Select <input checked="" type="checkbox"/>	111X		O2	4	Select
Select <input checked="" type="checkbox"/>	210X		O3	2	Select
Select <input checked="" type="checkbox"/>	ARF2		E2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Pending Submission	22	100.00%	Select

- Once ALL information is correct in each individual requirement, can submit ENTIRE request at once.
- Select "Select All" and Global Update" once all requirements are ready for submission

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: REQUESTOR (STENNIS) UIC: 21847 Role: Requestor Help

Request Status: Pending Submission

▼ Requestor Information

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

•To submit request, select “Edit Status”

Status -- Web Page Dialog

Current Status: Pending Submission **Recall Status:** Submitted for Validation

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To: <input type="text"/> <input type="button" value="..."/> <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

- Can submit “Chain-of-Command”
- “Submitted To” allows user to submit to lower levels
- Then simply click in box to indicate, by green check, that request is to be submitted and click “Save”

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

- Notice now the green check mark indicating requirements have been submitted

Request - Microsoft Internet Explorer

HMCMP5 RTM Version 4.0
User: REQUESTOR (STENNIS)
UIC: 21847
Role: Requestor
Help

Request
Delete Request
Update Request Info
Comments
Audit Log
Close Request

CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES [Create Approval Package](#)

[Requestor Information](#)
Name: REQUESTOR (STENNIS)
UIC: 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)
Name:
UIC: **UIC Name:**

[Destination Information](#)
Manpower Claimant: COMPACFLT
UIC: 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) Select All Clear All Add Delete Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	A03		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Submitted for Validation	22	100.00%	Select

- Notice, status has now changed to “Submitted for Validation”
- Note: All requirements within the request have been submitted for validation at Level 1. In Example: Still at

- This concludes Lesson 1 – How to Build a Request
- Lesson 2 – Level 1 Validation will cover step-by-step instructions on next actions required for continuation of the IA request process.

SUPPORT



Additional documentation can be found in the NMCMPHS Help files.

For any questions regarding this system please call IDEAMATICS, Inc at 1-800-247-IDEA or (703) 903-4972.